



**Kathryn P. Sherer**  
Assistant General Counsel and Assistant Secretary

January 28, 2009

Office of the New Hampshire Attorney General  
Asst. Attorney General in Charge  
Department of Justice (Consumer Protection)  
33 Capitol Street  
Concord, NH 03301

**Re: Information Security Notification**

To whom it may concern:

Pursuant to your state's law, The Stanley Works is notifying you of an information security breach involving the personal information of approximately two New Hampshire residents.

On December 15, 2008, The Stanley Works learned a company laptop was stolen at a United States airport. Some of the files on this laptop contained the personal information of certain employees of The Stanley Works and its subsidiaries, including their names and Social Security numbers.

The company has drafted written notice of the breach that it will be sending to the affected individuals shortly. *See Attached.* The notice explains the occurrence, provides the individuals with a telephone number to reach The Stanley Works if they have questions about the occurrence, and provides information about how they can protect themselves against identity theft. We are also providing the affected employees with a complimentary credit monitoring package.

Please contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Kathryn P. Sherer", with a long, sweeping horizontal line extending to the right.

Kathryn P. Sherer



January 28, 2009

[Placeholder for employee's address]

[Placeholder, City, ST ZIP]

**Re: Information Security Incident**

Dear [EMPLOYEE NAME]:

On December 15, 2008, The Stanley Works ("Stanley") learned that a company laptop containing the personal information of some employees of The Stanley Works and its subsidiaries was stolen at a United States Airport. We are sending you this letter as a cautionary measure because we believe certain information about you was on the laptop. We have no reason to believe the laptop was stolen to gain access to that information; this appears to have been an opportunistic theft of the laptop itself.

**What Happened:**

A company laptop that contained files that included your first and last name, Social Security number, and certain salary information was stolen at a United States airport last month. These files were password protected and we have not received any indication that this personal information has been accessed or misused. Accordingly, we believe there is a low risk of identity theft as a result of this event.

**Stanley Takes Your Privacy Seriously:**

Stanley takes its employees' privacy very seriously, and we have exercised utmost caution and diligence in our response following the discovery of the lost laptop. Promptly after learning of the loss, we initiated our own investigation and notified law enforcement. We also have reviewed our security measures and employee communications, and will be taking steps to minimize the risk that this type of event recurs in the future.

**Steps You Can Take To Further Reduce Your Risk of Identity Theft/Fraud:**

**1. Reviewing Your Financial Accounts For Unusual Activity**

While we have received no information at this time indicating that your personal information has actually been used in an improper manner, it is a good practice, in any event, to review your financial account statements closely for suspicious activity. If you notice any suspicious transactions on these account statements or other suspicious activity involving your account, please report it immediately to the appropriate financial institution and to your local police and file a police report of identity theft. Make sure to get a copy of the police report, which you have a right to obtain. You may need to give a copy of the report to creditors to clear up your records.

**2. Complimentary Credit Report Package/ Review Your Free Credit Report**

For your protection, we have made arrangements with Experian to provide, at no cost to you, a one year membership to a credit monitoring plan, Experian's Triple Advantage<sup>SM</sup> Premium credit monitoring product. Triple Advantage Premium will monitor your credit reports at the three national credit reporting companies: Experian, Equifax<sup>®</sup> and TransUnion<sup>®</sup> and notify you of key changes. Triple Advantage Premium is a powerful tool that will help you identify potentially fraudulent use of your information. Your Triple Advantage Premium membership is completely free and will not hurt your credit score.

Your complimentary 12-month **Triple Advantage<sup>SM</sup> Premium** membership includes:

- Triple Advantage Premium monitors your credit reports every day so you don't have to
- Email alerts when key changes are detected so you can act quickly
- A free three bureau credit report and score
- If you become a victim of fraud or identity theft, our Fraud Resolution Team will assist you with the recovery process, every step of the way
- \$25,000 in identity theft insurance provided by Virginia Surety Company, Inc. with no deductible\*

\*Due to New York state law restrictions, identity theft insurance coverage cannot be offered to residents of New York. All other benefits of Triple Advantage Premium are available to residents of New York.

You have ninety (90) days to activate this membership, which will then continue for 12 full months. We encourage you to activate your credit monitoring membership quickly.

The web site to enroll in Triple Advantage Premium and your individual activation code are both listed below. To sign up, please visit the web site and enter your individual activation code. Please keep in mind that once activated, the code cannot be re-used for another enrollment. The web site will guide you through the process of enrolling in Triple Advantage Premium.

Triple Advantage Premium Web Site: **<http://partner.consumerinfo.com/premium>**  
Your Activation Code: **[insert Activation Code]**

If you wish to enroll over the phone for delivery of your membership via US mail, please call **(866) 252-0121**.

We also wanted to let you know that you are entitled by law to ask for a free copy of your credit report from each of the three credit reporting companies – Equifax, Experian, and TransUnion – once every 12 months. To keep an eye on the accuracy and completeness of the information in your reports, we recommend that you stagger your requests from each of the reporting companies over the next 12 months. To obtain your free credit report:

- Go to [www.annualcreditreport.com](http://www.annualcreditreport.com);
- Call the toll-free number 877-322-8228; or
- Complete the Annual Credit Report Request Form (available at [www.ftc.gov/bcp/online/include/requestformfinal.pdf](http://www.ftc.gov/bcp/online/include/requestformfinal.pdf)) and mail it to:

Annual Credit Report Request Service  
P.O. Box 105281  
Atlanta, GA 30348-5281

### 3. Placing a Fraud Alert

You also may wish to place a “fraud alert” on your credit files by contacting any of the three national consumer reporting agencies. A fraud alert means that creditors should take additional steps to verify the identity of anyone who applies for credit in your name, and should also reduce the possibility of identity theft. There is no charge for placing a fraud alert on your consumer credit files. This option may, however, cause a delay if you intend to open up new credit accounts. You may place a fraud alert by contacting any of the credit reporting companies, toll free or through their website: Experian at (888) 397-3742 or [www.experian.com](http://www.experian.com); Equifax at (888) 766-0008 or [www.equifax.com](http://www.equifax.com); and TransUnion at (800) 680-7289 or [www.transunion.com](http://www.transunion.com).

### 4. Placing a Security Freeze

You also have the option of placing a “security freeze” on your credit files. A security freeze (also referred to as a credit freeze) is designed to prevent credit, loans, and services from being approved in your name without your consent. **However, using a security freeze may delay your ability to obtain credit because it prevents your credit file from being shared with potential creditors, insurance companies, or employers doing background checks.** You may request that a freeze be placed on your consumer report by sending a request to a credit reporting agency by certified mail, overnight mail, or regular stamped mail to the address below.

Equifax Security  
Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
[www.equifax.com](http://www.equifax.com)  
(800) 685-1111

Experian Security  
Freeze  
P.O. Box 9554  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)  
(888) 397-3742

TransUnion (FVAD)  
P.O. Box 6790  
Fullerton, CA 92834-  
6790  
[www.transunion.com](http://www.transunion.com)  
(888) 909-8872

When requesting a security freeze, be prepared to submit the following information (and documentation for you and your spouse must be submitted when freezing a spouse’s consumer report): full name; Social Security number; full date of birth; current address and previous addresses for the past two years; and applicable fee (if any) or incident report or complaint with a law enforcement agency or the Department of Motor Vehicles. The request also should include a copy of a government-issued identification card (e.g., a driver’s license, state or military ID card), and a copy of a utility bill, bank, or insurance statement. Each copy should be legible, display your name and current mailing address, and the date of issue (statement dates must be recent). Note that the consumer reporting agency may charge up to \$5 to place, lift, or remove a freeze, unless you are a victim of identity theft or the spouse of a victim of identity theft, and have submitted a valid police report relating to the identity theft to the consumer reporting company.

\* \* \*

Finally, if you have additional questions related to this situation, you can contact Joseph Voelker between the hours of 8:00 a.m. ET through 5:00 p.m. ET on Monday through Friday at 1-860-827-3871. We are committed to taking appropriate steps to protect your confidential information.

Like you, we take this matter very seriously. We deeply regret any inconvenience or concern that this matter may cause you.

Sincerely,

Joseph Voelker  
VP, Human Resources  
The Stanley Works